



City of Atlanta

Department of Planning and Community Development

Office of Buildings – Inspection Request Form

55 Trinity Avenue, Atlanta, Georgia 30303, Suite 3900

Email: inspections-oob@atlantaga.gov

Fax: (404) 739-4144

PLEASE NOTE:

- Inspection requests received before 3pm will be inspected within 2 business days after inspection is scheduled.
- If you are requesting a trade inspection, the specific trade permit number is needed and not the Building Permit number associated with the job.
- You will need to have all approved permits listed.
- All combination inspection requests have to be for same job address.
- To schedule: **Arborist Inspections** call (404) 330-6836 or **Erosion Control / Site Inspections** call (404) 546-1305.
- All fields that have the following symbol (*) is a required field

*Job Address:

Contact Information

*Contact Name: _____

*Contact Number: _____

Contact Email Address: _____

TYPE OF INSPECTION

NEW SINGLE INSPECTION REQUEST

NEW COMBINATION INSPECTION REQUEST

*Permit Number: _____
(Please select type of inspection from the list in the drop down menus below)

Building _____
Electrical _____
Fire Sprinkler _____
Mechanical _____
Plumbing _____

(Please select type of inspections from the list in the drop down menus below)

Building _____ Permit Number: BB- _____
Electrical _____ Permit Number: BE- _____
Fire Sprinkler _____ Permit Number: BP- _____
Mechanical _____ Permit Number: BM- _____
Plumbing _____ Permit Number: BP- _____

RESCHEDULE & CANCELLATIONS

Permit Number: _____

Inspection Type: _____

Reschedule – rescheduled request must be sent in 1 business day before scheduled inspection date.

Date of inspection you want to change: _____

Date you would like to reschedule inspection: _____

Cancellation – Please call (404) 865-8400

COMMENTS/JOB SITE DIRECTIONS